



Initial Run-In

ID # _____

BP Date ____ / ____ / ____

Initial Run-In Blood Pressure Form

1. PREPARATION FOR BLOOD PRESSURE MEASUREMENTS

a. Time of Blood Pressure measurements: _____ : _____ AM or PM
(noon = 12:00 pm)

b. Cuff size Small adult (< 24 cm) _____ (1) Adult (24-32 cm) _____ (2) Arm circumference _____ cm
Large adult (33-41cm) _____ (3) Thigh (42-52 cm) _____ (4)

c. Able to obtain valid reading (see instructions) _____ yes (1) _____ no (2)

Wait five minutes seated

d. Resting 30-second pulse _____ / 30 seconds

e. Pulse obliteration pressure (POP) _____ mm Hg
+ 6 0

f. Random zero peak inflation level (PIL), minimum 180 mmHg _____ mm Hg

g. Blood Pressure device # _____

2. FIRST RANDOM ZERO BLOOD PRESSURE

SBP / DBP

a. Uncorrected value _____ / _____ mm Hg

b. Zero Value _____

c. Corrected value (a - b) _____ / _____ mm Hg

Wait 30 seconds

3. SECOND RANDOM ZERO BLOOD PRESSURE

a. Uncorrected value _____ / _____ mm Hg

b. Zero value _____

c. Corrected value (a - b) _____ / _____ mm Hg

4. SUM OF 2 SBPs AND 2 DBPs, Items 2c + 3c _____ / _____ mm Hg

If sum SBP (item #4) >340 or sum DBP (item #4) >210, **complete Form #23.**
(see Clinical MOP Chapter 18 for further details)

Collected by (staff ID): _____

Entered by (staff ID): _____

Administration and Coding Instructions for Initial Run-in Blood Pressure Form

USE FOR: Blood pressure data collection for potential participants during run-in.

PURPOSE: Collect Blood Pressure data and remeasure arm circumference.

The Initial Run-in Blood Pressure Form must be filled out during the first week of run-in. ID # labels should be printed and placed on the Initial Run-in BP form.

Some data may require that participants be referred to site medical staff for consultation and the BP escape tracking form (#23) be completed.

Type of Visit - Verify that the correct blood pressure form is being used for this visit by checking the visit code in the upper right corner. It should say "Initial Run-in". This is form #37.

ID # - Neatly place the label for the ID number that has been assigned on the line, and check to make sure the numbers and letters have been copied correctly. Assure that the ID # contains the first three letters of the participant's last name and the first two letters of the first name. If the letters in the ID # do not match the name of the participant, something is wrong and will need to be corrected before going further.

BP Date - Clearly enter the date when the blood pressure measurements are obtained, use leading zeros as appropriate (08/14/1997 represents the date of August 14, 1997). Be sure to use a four digit year.

1. Preparation for Blood Pressure Measurements

Before the actual measurements are obtained, items a-f must be recorded. If there are any questions about preparing for or taking the measurements, refer to MOP Chapter 11.

- a. This should be the time the person is seated and the process is begun. Noon is 12:00 pm.
- b. Measure the participant's arm circumference. Round all fractions up to the next whole number (i.e. **32.1** should be coded as **33**). Record the rounded arm circumference. Based on the arm circumference obtained, mark an "X" on the corresponding line indicating proper cuff size for the measurement.
- c. Indicate here whether you were able to obtain a valid blood pressure reading. If the brachial artery is occluded by the cuff, the participant is excluded from participating in DASH2 (see MOP Chapter 11. If this is so or if you were unable to obtain a valid blood pressure reading for any reason, Check No, note the reason, and check Ineligible on the Run-in Flow Form (#16). If you were able to obtain the reading, check Yes.

- d. Obtain and record the resting 30-second pulse (radial artery) by counting the number of beats in 30 seconds.
- e. Connect the cuff to a standard mercury sphygmomanometer to establish and record the pulse obliteration pressure (the pressure at which the radial pulse can no longer be felt).
- f. Add 60 to the pulse obliteration pressure to obtain the random zero peak inflation level and record the result. If this value is less than 180, enter 180.
- g. Record the device number for the blood pressure machine you will be using to take the blood pressure. This is a one digit field.

2. **Blood Pressure Readings**

Obtain two sitting blood pressure measurements using the random-zero device. Wait at least 30 seconds between each reading. Both readings and zero values are recorded to the nearest **even** number. Subtract the zero value from the corresponding reading with a hand calculator AFTER BOTH MEASUREMENTS ARE OBTAINED. Record the resulting corrected value for both of the measurements obtained. If DBP goes to 0 mmHg, use the 4th phase DBP for all BP measurements. Be sure to write in leading zeros if less than 100.

Add the two corrected SBP and DBP measurements (2c and 3c) together and record the sum in item #4. The escape BP levels are also shown at the bottom of the page. If these latter thresholds are reached, the participant needs to be referred for medical counseling and the BP escape tracking form (#23) should be filled out. Refer to MOP Chapter 6 for details and complete form #23.

3. **DASH Identification Number of Person Taking and Entering BP**

Collected by: record the Staff ID # of the person performing the blood pressure measurements.

Entered by: record the Staff ID # of the person entering the data into the computer.

General Coding Instructions

- 1) Use correct version of form. The correct version will always be on the file server.
- 2) Use either black or blue pen on all forms, not pencil.
- 3) Make sure that there is either a legible name or correct ID # or both, if needed, on each page of a form. It is strongly suggested that you use a printed label for ID numbers.
- 4) Make sure each question is answered. Be sure to resolve any questions before the respondent leaves and before entering data.
- 5) Check each question for ambiguous answers. Be sure to resolve these before the respondent leaves and before entering data.
- 6) Do not obliterate or erase any entry of the respondent.
- 7) All corrections are made by first making a slash through the incorrect entry and writing the correct entry next to it. Then, alongside the corrected entry, write your initials, the date of the correction and a note about why the correction was made (e.g., RL, 7/30/97, incorrect ID).
- 8) Flag any questions you are not sure of and give them to the clinic coordinator or dietitian for review.
- 9) Check all lead-in questions for correct skip patterns. .
- 10) When filling out the "Reviewed by" and "Entered by" box, be sure to use the correct staff ID number. The "Entered by" staff ID # should not be written until the form is entered.

Coding Instructions for Initial Run-in Blood Pressure Form

Visit and participant identification data:

ID

ID # should have five alpha characters and five numerical digits. The alpha characters can be replaced by asterisks if there are not enough characters in the participant's name (e.g. ABCD*12345)

BP Date

Check for leading zeros and four digit year. If a date is missing, illegible, or the time frame is not within the cohort's dates, flag the form and resolve with clinic coordinator before entering the form. An audit will be created if data entered are outside the normal range or if data are missing.

1. Preparation for Blood Pressure Measurements

- a. Check for the correct time. The time should correspond to the DASH2 clinic operating hours. If the time is outside the operating hours, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing.
- b. Check for the correct cuff size. Round all fractions up to the next whole number (i.e. **32.1** should be coded as **33**). Code the rounded arm circumference. The circumference should correspond to the cuff size. If the cuff size is not marked, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing.

- c. Check whether valid blood pressure was obtained. If No is checked, the fields that follow (1.d. through 4.) will be blank and no audit will be created. If Yes is checked, all the following fields must be filled in. Any missing data in these fields will generate an audit.
- d. The resting pulse is a two digit field and, if item 1.c. is marked yes, cannot be missing. If the resting pulse is missing, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing.
- e. The pulse obliteration pressure is a three digit field and, if item 1.c. is marked yes, cannot be missing. If the (POP) is missing, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing.
- f. Check for correct addition. The random zero peak inflation level should equal the sum of the (POP) plus 60. If the sum is less than 180, write in 180 for the (PIL). If the (PIL) is missing or is outside the normal range, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing.
- g. This is a one digit field. If the BP device # is missing, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing.

2. First Random Zero Blood Pressure

- a. The uncorrected value should be an even number, this cannot be left blank. This field is a three digit field and a leading zero should be used if the value is less than three digits. If the value is missing, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing
- b. The zero value should be an even number and cannot be left blank. This field is a two digit field, a leading zero should be used if the value is less than two digits. If the value is missing, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing
- c. The corrected value should be an even number and should not be left blank. Check subtraction of zero value from uncorrected value. This field is a three digit field and a leading zero should be used if the value is less than three digits. If the value is missing, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing

3 Second Random Zero Blood Pressure

- a. The uncorrected value should be an even number, this cannot be left blank. This field is a three digit field and a leading zero should be used if the value is less than three digits. If the value is missing, flag the form and resolve with the clinic

coordinator. An audit will be created if data entered are outside the normal range or if data are missing

- b. The zero value should be an even number and cannot be left blank. This field is a two digit field, a leading zero should be used if the value is less than two digits. If the value is missing, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing
 - c. The corrected value should be an even number and should not be left blank. Check subtraction of zero value from uncorrected value. This field is a three digit field and a leading zero should be used if the value is less than three digits. If the value is missing, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing
4. Sum of 2 SBPs and 2 DBPs. Check for addition accuracy of $2c + 3c$. This field is a three digit field and a leading zero should be used if the value is less than three digits. If the value is missing, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing.

5. DASH Identification Number of Persons Taking and Entering BP

Staff ID number of person performing the blood pressure measurements cannot be left blank. This is a three digit field and the first digit should always start with the site ID #. If the value is missing, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing.

Staff ID number of person entering the data cannot be left blank. This value should not be on the form until everything else on the form has been entered. This is a three digit field and the first digit should always start with the site ID #. If the value is missing, flag the form and resolve with the clinic coordinator. An audit will be created if data entered are outside the normal range or if data are missing.